

Card Access Application Form

Last reviewed: August 2020
Next review: August 2021

Property Management Division, Ministry of Central Services
This form should be used to request a card or key fob

Card Access Administrators are asked to fill in all applicable sections and submit the completed form by clicking the button below

Applicant Information

New card/key fob Change card/key fob Delete card/key fob

Card/key fob holder's full name

Ministry/Organization

Branch/Department

Date (YYYY-MM-DD)

Card/key fob information

Card/key fob number

Replace with new card/key fob number (if applicable)

PIN
(must be 5 digit number and cannot exceed 65000)

Access Group

Access group #: _____

Access group #: _____

Access group #: _____

Signatures: If required by your Card Access Administrator

Card Holder

Date

Director

Date

Additional Comments